

Enrollment process for Graduate, Research, and Teaching Assistants

Eligible job codes include 9181, 9182, 9183, 9184, 9185, and 9550

Please note: student must maintain appointment for the full semester to receive insurance subsidy. Subsidies are sent in Fall semester and Spring semester. If your appointment ends in December, USF will not pay for Spring 2016 medical coverage.

Student visits the website www.gallagherstudent.com/usf

The screenshot shows a web browser window displaying the Gallagher Student Health and Special Risk website for the University of South Florida. The page features a navigation menu on the left with sections for Student Access, My Account, and My Student Health Insurance Plan. The main content area includes the USF logo, a welcome message for students, and information about the Student Injury and Sickness Insurance Plan. A 'Live Chat' button is visible in the top right corner, along with promotional boxes for 'Personal Property' and 'Choosing Insurance?'. The bottom of the page shows the Windows taskbar with the date and time as 10:11 AM on 7/27/2014.

Student Access

- Return Home
- Postdoc Enroll
- Student Enroll
- Forms and Applications PDF
- Petition to Add PDF
- Customer Service

My Account

- Account Home
- View My Submitted Forms
- View Purchased Products
- Authorize Account

My Student Health Insurance Plan

- My Benefits and Plan Information
- Other Insurance Products
- Discounts and Wellness
- Find a Doctor
- Pharmacy Program
- Claims Company
- Student Health Center
- Voluntary Dental

USF
UNIVERSITY OF
SOUTH FLORIDA

Welcome
University of South Florida
Students

This site has been designed especially for you to provide information about the Student Injury and Sickness Insurance Plan.

On this site you can:

- Download a plan brochure or Frequently Asked Questions
- Look for participating providers
- Learn more about plan enhancements available to you
- Email Gallagher Student or engage in live chat using the "Live Help" icon

My Account: Click on "Account Home" to view your personal coverage information, edit your primary address, or generate an ID card.

For additional details, including enhancements to the plan, click on the "My Benefits and Plan Information" tab.

Live Chat
We're online! Chat with us for live help.

Personal Property
Protect what's yours.
LEARN MORE

Choosing Insurance?
Considering purchasing a high-deductible insurance plan instead of your school's sponsored plan?
LEARN MORE

Voluntary

Local intranet | Protected Mode: Off
10:11 AM
7/27/2014

1. Student will either: create an account, for new enrollees or log into their existing account, for re-enrollees; this can be done by selecting the **“Student Enroll”** button on the left. After creating an account, student must click **“Student Enroll”** again to begin the enrollment process.

The screenshot shows a web browser window with the URL www.gallagherstudent.com/students/user-login.php?dField=1185. The page is titled "Returning User Login" and "Create Account".

Returning User Login:

- User Name:
- Password:
- Forgot Password or User Name? [LEARN MORE](#)
- Having difficulty logging in? Please click the live chat icon to the right or dial 877-539-3492 to speak to a customer service representative.

Create Account:

- User Name:
- Password: (6-15 characters - alphanumeric only)
- Confirm Password:
- U Number: (Please do not use dashes)
- Confirm U Number:

Sidebars:

- My Student Health Insurance Plan:** My Benefits and Plan Information, Other Insurance Products, Discounts and Wellness, Find a Doctor, Pharmacy Program, Claims Company, Student Health Center, Voluntary Dental, Resources and Links.
- Parents Corner:** Information for Parents.
- Choosing Insurance?:** Considering purchasing a high-deductible insurance plan instead of your school's sponsored plan? [LEARN MORE](#)
- Voluntary Dental:** Going to the dentist may not be your idea of fun. We just make it easier. [LEARN MORE](#)

2. Student is prompted to the page below and selects **“No”** to the first question regarding department programs, **“Yes”** to the second question about USF paying a portion, and **“Yes”** to confirm your GA/TA/RA employment.

The screenshot shows a web browser window with the URL www.gallagherstudent.com/students/usf-form.php?dField=1185&KosterWebSID=4pdj0l2a1a7621mmi7bda7. The page is titled "Choose A Form" and "Welcome, USF students!".

Welcome, USF students!

Please answer the questions below so we can direct you to the right enrollment form.

Are you a student enrolled in one of the following college or department programs?

- Medicine
- OPT/CPT
- Pharmacy
- Intercollegiate Athletics
- USF Wellness Student Employees
- College of Marine Science

Yes No

Will any portion of the health insurance be paid by USF and/or your Department?

Yes No

Are you employed at USF as GA/TA/RA?

Yes No

Sidebars:

- My Account:** Account Home, View My Submitted Forms, View Purchased Products, Authorize Account.
- My Student Health Insurance Plan:** My Benefits and Plan Information, Other Insurance Products, Discounts and Wellness, Find a Doctor, Pharmacy Program, Claims Company, Student Health Center, Voluntary Dental, Resources and Links.
- Parents Corner:** Information for Parents.
- We're online! Chat with us for live help.**
- Personal Property:** Protect what's yours. [LEARN MORE](#)
- Choosing Insurance?:** Considering purchasing a high-deductible insurance plan instead of your school's sponsored plan? [LEARN MORE](#)
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3. Using the information on their Offer Letter, student will need job code and 15-16 employment period (Annual or Fall only). Student selects the appropriate **job code** then inputs personal and demographic information. If student has two appointments choose either of the two job codes.

****Enter the first name and family/last name as listed on your social security card.** If you do not yet have a social security number, please contact USF student insurance office for help with enrollment.

The screenshot shows a web browser window with the URL www.gallagherstudent.com/students/usf-ga-enrollment.php?IdField=1185. The page title is "Gallagher Insurance Plan Application". The left sidebar contains navigation menus for "My Account", "My Student Health Insurance Plan", and "Parents Corner". The main content area is titled "Offer Letter" and includes a "Do you have an offer letter?" question with radio buttons for "Yes" and "No". Below this is the "Job Codes and FTE" section, which instructs the user to select a job code from a dropdown menu. The dropdown menu is open, showing options: "Select Job Code...", "9181", "9182", "9183", "9184", "9185", and "9550". The form also includes input fields for "First Name*", "Middle Initial", "Last Name*" (with "usf" entered), and "Contact". On the right side, there are three promotional boxes: "Protect what's yours.", "Choosing Insurance?", and "Voluntary Dental".

4. Fill in the requested information and click "continue", the student information summary will reflect selections of Annual or Fall option. The GAU and USF negotiated increased health insurance subsidies for eligible GA, TA, and RA working at .25 FTE (10 hours per week) and above; **no employee contribution is required for the student's health insurance policy if the GA/TA/RA appointment is maintained for the full semester.**

5. Review your information, and select “Finalize Your Submission”

The screenshot shows a web browser window with the URL www.gallagherstudent.com/students/usf-ga-enrollment-verify.php?dfield=1185. The page displays the following information:

State	FL
Zip Code	33613
Coverage Type	Student Only

Thank you. Your Enrollment Information has been received. Please click below to finalize your submission.

If enrolling dependents, the installment payment will not be available unless you elect to enroll yourself and/your dependent(s) for Annual coverage.

Buttons: **FINALIZE YOUR SUBMISSION** (green), **EDIT SUBMISSION** (red)

Contact Information:

GALLAGHER STUDENT HEALTH & SPECIAL RISK 500 Victory Road, Quincy, MA 02171	PHONE 617-769-6405	TOLL FREE 877-539-3492	FAX 617-479-0860	EMAIL usfstudent@gallagherstudent.com
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Footer: © 2014 Gallagher Student Health & Special Risk | Privacy Policy | Site Map. Search bar and social media icons (Facebook, LinkedIn, Twitter) are also present.

**** **6. International Students:** Please remember to send the Confirmation number to ensure the insurance charge is removed from your Oasis account. This can be emailed to our office; insurance@shs.usf.edu. Include your name and U# ****

The screenshot shows a web browser window with the URL www.gallagherstudent.com/students/paymentinfo.php?dfield=1185&msertid=8601&billType=USFCA. The page displays the following information:

USF UNIVERSITY OF SOUTH FLORIDA

Payment Information

Thank you, your entry has been submitted.
Your confirmation number is **03zzb767ww4**. Please retain this number for your records.

If you are an International Graduate, Research, or Teaching Assistant, please forward this enrollment confirmation with your full name and U# to insurance@shs.usf.edu for the International Student Health Insurance Mandate.

Navigation Menu:

- Student Access
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Live Chat: We're online! Chat with us for live help.

Personal Property: Protect what's yours. LEARN MORE

Choosing Insurance?: Considering purchasing a high-deductible insurance plan instead of your school's sponsored plan? LEARN MORE

Voluntary Dental: Going to the dentist may not be your idea of fun. We just make it easier.

7. Insurance card will be mailed to student. Temporary cards may be printed after a week by logging in to your account on www.gallagherstudent.com/usf.

If you have concerns regarding the enrollment process, please contact Gallagher Koster at (877) 539-3492 or Student Health Services Insurance Office at (813) 974-5407. Thank you for your enrollment.